



**STUDENTS' HANDBOOK**  
**2022– 2026**

**MARIST**  
**INTERNATIONAL**  
**UNIVERSITY**  
**COLLEGE (MIUC)**  
**Constituent College**  
**of the Catholic**  
**University of**  
**Eastern Africa**

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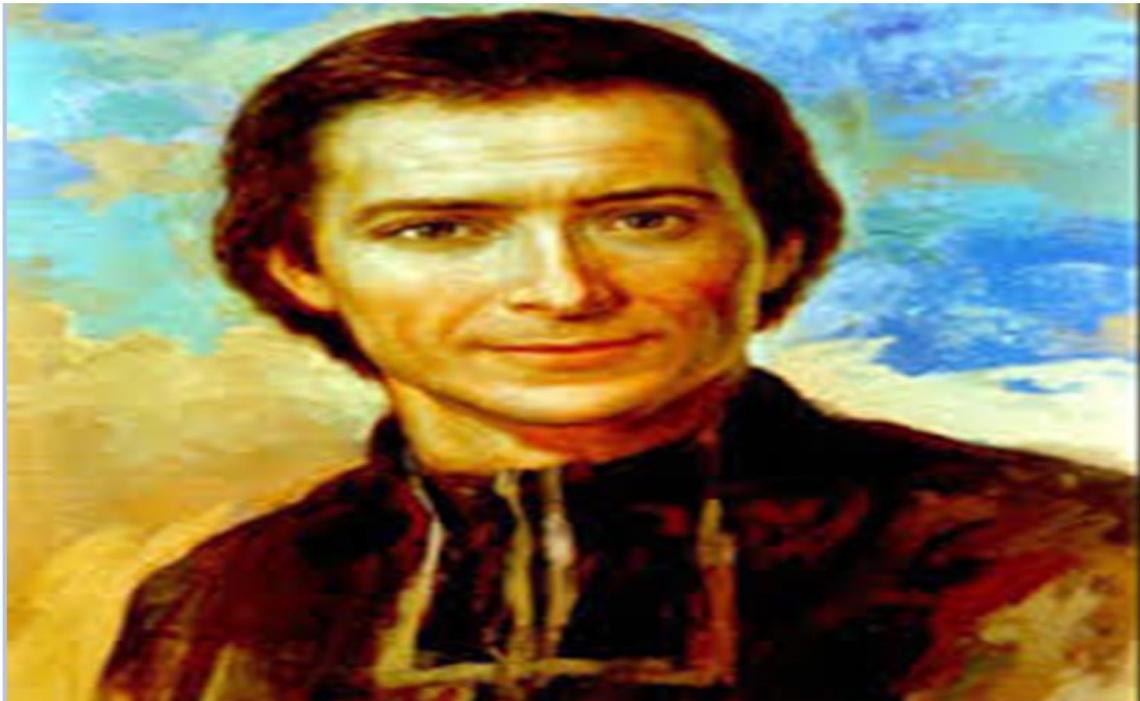
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## INSTITUTIONAL BACKGROUND

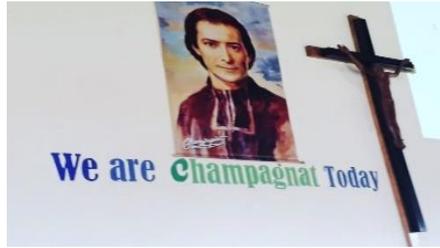
Marist International University College (MIUC), a Constituent College of The Catholic University of Eastern Africa, is situated in Karen, on Marist Lane, off Lang'ata Road, opposite Hillcrest School. The College is owned by the Institute of the Marist Brothers of the Schools. Its administration is governed by the rules and regulations laid down by the Board of Governors of the College.

The College is guided by the Statutes drawn by the Board of Governors and approved by the Senate of The Catholic University of Eastern Africa and the Commission for University Education. Copies of the Statutes are placed in the library and staff and students are advised to read them and be conversant with the contents.



**St. Marceline Champagnat**  
**Marist Brothers Founder**

*"If you want to teach young people, first you must love them - love them all equally"*



**1986**

Marist International Centre, was established as a post-novitiate Centre for Marist Brothers of Africa and Madagascar



**1989**

**The Superiors broadened its scope to embrace the needs of the church and society in Kenya. Accordingly, the study programme was opened to candidates other than Marist Brothers.**

**1990**

The Centre was affiliated with The Pontifical Urban University (PU) Rome in March

**2004**



The Conference of Superiors of the Marist Brothers which is also the Board of Governors of MC decided to separate the government of the academic component of the MC from that of the community of the Centre. The academic component of MC was then named Marist International College (MIC).

**2002**

**Marist International Centre (MIC) was officially recognized as a Constituent College of The Catholic University of Eastern Africa (CUEA) Africa.**

**2011**



**The College was approved and gazetted as Marist International University College (MIUC).**

## VISION

To be a leading regional and international institution of education, training and research that produces graduates who are agents of change in various fields.

## MISSION

To provide holistic education with Christian values that will equip students with relevant knowledge, skills and attitudes for the development of society.

## COLLEGE MOTTO

**“You are the light of the world”.**

May you be conscious of this great responsibility and privilege that the Lord Jesus has given to those who have accepted to be his disciples!



## CORE VALUES

The ten core values of the College are:

- **Love of God and neighbor**
- **Respect for human life, lawful authorities, and colleagues**
- **Concern for the poor**
- **Integrity**
- **Generosity**
- **Leadership**
- **Patriotism**
- **Love for work**
- **Sensitivity to the environment**
- **Self-discipline**

You, as a student of MIUC, are requested to take an active part in all the activities organized by the College whether academic, social, cultural or spiritual.

This booklet contains information concerning the policies of the College. Please read them carefully and be fully acquainted with the rules and regulations of the College. The College reserves the right to revise this handbook from time to time without notice.



## CHAPTER TWO: ACADEMIC POLICIES

Marist International University College focuses on disciplined and value-based strategies that provide programmes and services for the holistic education of all, especially the most neglected, for responsible and productive living in society.

Marist offers various programmes in the following Departments

- Education
- Business Management
- Arts and Social Sciences

### 2.1 ADMISSION REQUIREMENTS

Applicants are admitted for studies at MIUC according to the following classifications.

#### 2.1.1 DIRECT ADMISSION

An applicant who fully meets the admission requirements may be accepted by the University Admissions Committee and register for a full load of units as a full-time or part-time student, as stipulated in the Programme of Studies.

#### 2.1.2 ADMISSION OF A TRANSFERRING STUDENT

MIUC welcomes students transferring from other accredited universities.

2.1.2.1 A degree from MIUC however, must reflect the University's commitment to quality education and its unique blending of requirements.

2.1.2.2 The combined total of Transferred Units may therefore not exceed Fifty per cent (50%) of the total required units for the programme.

2.1.2.3 Only those subjects directly relating to MIUC's requirements will be considered.

2.1.2.4 An application for transfer of credits must be made within the trimester in which the student is admitted or enrolled.

2.1.2.5 To apply for transfer of credits, the following criteria must be met:

- i. Credits must have been earned at a chartered/accredited university-level institution;
- ii. A minimum mark of C for all units is required for the relevant MIUC

undergraduate programmes and a B (plain) for postgraduate programmes;

- iii. Official transcripts from the previous institution must be submitted;
- iv. Unit outline/course description in support of the unit will be considered;
- v. A letter of transfer/ clearance from the university;
- vi. A transfer is considered completed when a student completes the process.
- vii. The application will be processed within an academic trimester/semester and the student's grade report updated.

#### 2.1.3 ADMISSION OF A PROGRESSING STUDENT

A student from MIUC who has successfully completed one programme of studies is qualified for admission to the next level of studies as long as they meet all the stipulated requirements for the particular Programme of Studies. Other departmental requirements will apply as per the Admission Committee Policy. (Refer to Registrar's Office.)

#### 2.1.4 ADMISSION OF VISITING STUDENT(S) / AUDIT

- MIUC may admit a student who is not intending to complete a programme of study at MIUC. This may be for the purposes such as continuing education requirements, personal fulfilment or enhancement of their previous qualifications.
- Another category of visiting students may include: Students on an exchange programme, students recommended from other institutions for a specified number of units later to be transferred to the recommending institution.
- Visiting students must adhere to all applicable policies and requirements of the University.

## 2.2 APPLICATION REQUIREMENT

### All applicants to MIUC must have:

- 2.2.1 Sufficient knowledge of English to follow the courses with profit from the beginning;
- 2.2.2 An appropriate written recommendation from their Superiors (in the case of members of Religious Institutes) or from other reputable persons such as parish priest, head teacher of a recognized school or a senior civil servant;
- 2.2.3 Produced all relevant documentation, duly authenticated where necessary;
- 2.2.4 Paid all necessary fees required at the time;
- 2.2.5 Satisfied the authorities at MIUC that they can meet on-going costs for the programme.
- 2.2.6 Applicants with foreign qualifications shall have their qualification verified and equated by Kenya National Qualification Authority (KNQA) indicating the level of university admission that they qualify.

## 2.3 RE-ADMISSION

- 2.2.7 Applicants whose registration has been terminated following the formal warning process will not normally be reconsidered until a minimum of one year has passed. Even where this period has passed, MIUC reserves the right to refuse re-admission.
- 2.2.8 Applications shall not be accepted from anyone who has previously been a student at MIUC and has had their registration as a student of the College terminated for academic and/ or non-academic disciplinary offences. Any such applications that are received will be rejected without consideration.
- 2.2.9 Applicants who were discontinued and wish to be admitted in a different programme must meet the admission criteria of the programmes of their choice and

shall be only admitted to a programme which the university has judged to be sufficiently different from that discontinued. Consequently, they shall not get any exemption or credit transfer whatsoever from a programme previously terminated.

## 2.4 REGISTRATION

### 2.4.1 REGISTRATION REQUIREMENTS

Registration of students is compulsory. This gives students, lecturers and Heads of Departments the opportunity to plan for effective and efficient teaching and learning. It also facilitates all administrative transactions.

- 2.4.1.1 Students must complete their registration within the first two weeks of every semester/ trimester in accordance with the academic calendar.
- 2.4.1.2 The new and continuing regular students should pay for the number of units they wish to register and able to pay for in any given semester. It is expected that students should register for a minimum of four (4) and a maximum of Nine (9) units for Bachelor's Degree, a minimum of (4) and maximum of (7) for Diploma while Government sponsored students shall be taking (7) units each semester unless, it is on special or approved cases in a given semester.
- 2.4.1.3 Students on the School-based mode of study shall register for a minimum of one (1) and a maximum of three (3) units each trimester.
- 2.4.1.4 Students may register for units that have prerequisites only if they have successfully completed the relevant prerequisite units.
- 2.4.1.5 Students should pay their fees at the Accounts Office before proceeding with their registration. Students who are

not registered should not and will not attend lectures.

### REGISTRATION PROCEDURE

They should have paid the required tuition fee percentage of 50% to enable them proceed with the registration process as stipulated in the University Fee Payment Policy.

Students should abide by the registration timelines as indicated on the University Academic Calendar relevant at the time. The University considers only those duly registered as bonafide students of MIUC.

- I. After payment, the students should obtain the course registration forms from the Registry and register the courses for the semester directed by the Head of the Department (HoD).
- II. The forms are cross-checked and signed by the HoDs and sent to the Registrar for final approval.
- III. No student's course registration shall be considered after week three (3) from the beginning of each semester or trimester.

### 2.4.2 REGISTRATION/COURSE AVAILABILITY

- i. Students shall register based on the course units available each semester. However, mounting or taking off of the course shall be based on the student quorum.
- ii. Any unit with less than FOUR students shall not take off. Students shall be advised to drop the unit.

### 2.4.3 DROPPING AND ADDING UNITS

- i. Students are permitted to drop and add course units registered in the first **THREE WEEKS** of lectures in consultation with the HoD.
- ii. Failure to drop a unit within the deadlines shall result in a no mark reported (Z) grade in the student's semester results.
- iii. Any units registered for remain as permanent record in the students' file after the deadline. Any unit registered for and not dropped attracts payment as stipulated in the MIUC Fee Payment Policy.

### 2.4.4 ADMINISTRATIVE ADD/DROP POLICY

- i. Failed prerequisite / prerequisite not met: Students who fail to meet the prerequisites for a course may have their schedules administratively adjusted. The course for which the prerequisite has not been met may be administratively dropped and the prerequisite course administratively added.
- ii. Failed Self-Service enrollment attempt: If a course enrollment request is rejected due to a filled section or unmet prerequisite, the Registrar may enroll the student in an alternate section or alternate required course.
- iii. In the event that the student's schedule has been administratively adjusted, the student will be immediately informed by e-mail or phone call, and the new schedule will be sent to them via email. Students are encouraged to keep their contact information up-to-date at all times at the Registry office.

### 2.4.5 LAST DAY TO REGISTER

- i. After the last date to change semester registration, students shall not add or drop course units.
- ii. Students who are not registered by this deadline shall not attend lectures, and they shall be advised to withdraw from the semester.

### 2.5 STUDENT IDENTIFICATION (ID) CARDS

- i. Every registered student shall be issued with an ID card from the Registry's office.
- ii. The ID card is required to use the College resources. A student is expected to produce the ID card at all times upon request, particularly during examinations, at the library and at the College's gate.
- iii. The ID card is issued for the duration a student is enrolled at the College. On completion of

- studies the ID card must be surrendered whether expired or valid to the Registrar's office.
- iv. Lost, damaged or defaced ID card shall be replaced upon payment of a fee determined by the administration.

## 2.6 STUDENT RESPONSIBILITY

- i. Students should know and follow the College policies and procedures that guide registration and their academic progress.
- ii. Students are to be responsible for and aware of the courses and credits they earn, and monitor the courses and credits they need to complete their Masters, degrees, diplomas, progressive certificates and bridging courses.
- iii. It is also their responsibility to ensure that they are present in-person for Teaching practice, Field Practice and Industrial attachment commissioning.
- iv. Students shall periodically be reminded of these matters through the Registrar's Office.

## 2.7 ACADEMIC PROGRESS

Students are responsible to be proactive when selecting courses unit in consultation with their HoDs in order to complete their respective program requirements.

2.7.1 Postgraduate degree: At the completion of the Master of Arts in Psycho-Spiritual Counseling and Therapy, the graduate shall have covered 72 Credits (Practicum and Thesis included) these are twenty two (22) course units.

2.7.2 At the completion of the Undergraduate degree:

- i. Bachelor of Education (B.Ed) Arts, degree, the graduate shall have covered 170 Credits (Teaching Practice and Research Project included). These shall be 55 course units: sixteen (16) core units in each subject specialization; four (4) common courses; nineteen (19) education units.

- ii. Bachelor of Business Management (BBM) degree, the graduate shall have covered 164 Credits (Industrial Attachment and Research Project included). These shall be 53 course units.
- iii. Bachelor of Arts in Strategic Development (BAS) degree, the graduate shall covered 156 credits (Field Practice and Report Writing included). These shall be 52 course units.

2.7.3 At the completion of the Diploma and Advanced Diplomas

- i. Diploma in Education (Dip.Ed.), the graduate shall have covered 111 Credits (Teaching Practice included). These shall be 36 course units: nine (9) core units in each subject specialization; four (4) common courses; fourteen (14) education units.

- ii. Diploma in Business Management (DBM), Diploma in Information Technology (DIT), Diploma in Procurement and Supply Chain Management (DPS), Diploma in Project Planning and Management of Development Projects (DPS) the graduate shall have covered 72 Credits. These shall be 24 course units.

- iii. Diploma in Development Studies and Social Work (DSS), the graduate shall have covered 75 Credits (Field Practice included). These shall be 24 course units.

- iv. Advanced Diploma in Development Studies and Social Work (ADSW), the graduate shall have covered 39 Credits (Field Practice included). These shall be 12 course units.

2.7.4 At the completion of the progressive certificate and bridging courses:

- i. A certificate student shall have covered 20 Credits. These are ten (10) course units.
- ii. A Bridging student shall have covered 8 Credits. These are four (4) course units.

- iii. A student shall ensure all requirements for his/her respective program are met.

### 2.8 WITHDRAWING FROM THE PROGRAM

- 2.8.1 To withdraw from a program a student shall submit a written request to the respective departmental head that shall endorse and forward it to the office of the Registrar for consideration.
- 2.8.2 The deadline for withdrawing from a course without penalty shall be the **THIRD WEEK** of lectures. Cases that arise after the deadline shall be treated as per the Fee Payment Policy.
- 2.8.3 The process of withdrawing is complete when the student receives a formal communication from the Registrar.
- 2.8.4 A student who withdraws from a program can be admitted to another program within the College if he/she qualifies.

### 2.9 DISCONTINUATION FROM THE COLLEGE

- 2.9.1 Students who wish to discontinue from the College must write a letter stating the reasons for the discontinuation to the Registrar through the Deputy Principal Academic.
- 2.9.2 After approval, the student shall collect a "Clearance Form" from the Library and follow the process of clearing as outlined in the form.
- 2.9.3 The responsibility for filing a notice of discontinuation rests entirely with the student. Any money owed to Marist International University College is due on the official date of the discontinuation. Applicable refund, if any, will be issued as per what is stated on the **MIUC Fee Payment Policy**.
- 2.9.4 The process of discontinuation is complete when a duly filled clearance form is submitted to the Registrar's Office and the student

signs the College Discontinuation Book.

- 2.9.5 Upon receipt of the clearance form, the Registrar issues the student with a clearance letter.
- 2.9.6 A student discontinued from a programme of study for failing examinations follows the same procedure of clearance.
- 2.9.7 A student who leaves the College before processing discontinuation shall not receive any service that he/she shall expect from the College there after.
- 2.9.8 A student who discontinues from the College during the semester and does not follow the due process shall receive 'Z' (No Mark Reported) grade in all units.

### 2.10 DURATION OF STUDIES

The longest (maximum period) or duration, including academic leave a student shall be enrolled in a program shall be:

- 2.10.1 For a four (4) year programme, it is six (6) years regular program.
- 2.10.2 For a four (4) year programme, it is Eight (8) years School-based program.
- 2.10.3 For a three (3) year programme, it is five (5) years.
- 2.10.4 For a two (2) year programme, it is four (4) years.
- 2.10.5 For a one (1) year programme, it is two (2) years.
- 2.10.6 For a one (1) semester program, it is two (2) semesters.

A student who shall exceed the maximum period shall on the recommendation of the Senate be discontinued from the College. Such student shall not be re-admitted for any other programme.

### 2.11 ACADEMIC LEAVE OF ABSENCE

- 2.11.1 A student who has a valid reason for not registering for the subsequent semester may request an academic leave by writing a letter to the Registrar's office through the Deputy Principal Academic copied to the HOD.
- 2.11.2 Requests are reviewed on a case-by-case basis and may be granted

for the following reasons: illness (personal or family), total lack of fees or religious service.

- 2.11.3 A student shall process his/her leave of absence before proceeding for leave. A maximum of four semesters (Two academic years) is granted.
- 2.11.4 If a student needs to extend his/her academic leave, the student shall need to submit a new official documentation to support the extension request. However, this extension should be within the maximum time stipulated in (2.11) above.
- 2.11.5 If a student does not register for the returning term requested, he/she shall be discontinued from the program. Such a student shall have to seek readmission on return.
- 2.11.6 All students shall comply with the terms and conditions they may find on their return.
- 2.11.7 A student who proceeds for leave of absence without following the procedure shall produce a written letter from the parent/guardian/sponsor explaining where the student has been during that time.

## 2.12 ACADEMIC ADVISORS

All students are provided with Academic Advisors. Students should consult their advisors about their programmes and any questions of academic nature. They should participate in fortnightly group mentoring sessions organized in the College. The HoD is the chief academic advisor to each student. Students should consult their HoDs as and when needed.

## 2.13 LECTURE ATTENDANCE

- 2.13.1 Lecture attendance is mandatory
- 2.13.2 Students must not absent themselves from scheduled lectures without sufficient reason and prior notification to the lecturer concerned and the HOD.
- 2.13.3 Students enrolled in the College are expected to observe all regulations of the College concerning curriculum,

attendance of lectures, examinations, deadlines for research/term papers and related matters. Failure to do so will lead to disciplinary action.

- 2.13.4 Students who are more than ten (10) minutes late for lectures shall not be allowed into lecture room. Exemptions are made for those with sufficient reason(s) made known to the lecturer.
- 2.13.5 A student who misses more than six (6) hours of a unit's lecture hours in a semester forfeits the right to sit for examination in that unit. He/she must repeat the unit when it is next offered and pay the tuition fee again.
- 2.13.6 In the event of a student missing lectures, the lecturer will inform the HOD who will seek explanation from the student concerned.
- 2.13.7 A lecturer who is unable to give a lecture should duly inform the HOD and plan to make up for it at an appropriate time and day.
- 2.13.8 In cases where a lecturer is late for more than ten (10) minutes, the students are free to go for private studies after notifying the respective HOD and the Deputy Principal Academic.
- 2.13.9 Students must sign in the "Lecture Attendance Sheet" for all lectures attended.
- 2.13.10 Students are not allowed to add their names to the lecture attendance.
- 2.13.11 The College has established policies for lecture attendance, tests, and examinations, deadlines for reports and specific requirements for all the units taught in the College. It is the lecturer's responsibility to make known to the students, in the form of course outline, all the policies regarding a particular unit during the first lecture.
- 2.13.12 Sick leave for a long time (i.e. over six hours) should be granted by the HOD authenticated

by the Deputy Principal, Academic and the Dean of Students, to enable student resume studies after recovery. The Registrar should be notified by the Deputy Principal, Academic.

Duly authorized make-up lectures can be scheduled on Saturdays but never on Sundays. All affected students are expected to attend.

#### **2.14 PROCEDURE FOR DEPARTMENTAL TRANSFER**

- 2.14.1 A student wishing to transfer from one department to another within the College should discuss the proposed change with the concerned HoD. The student must meet the admission requirements of the department to which he/she wishes to transfer. The HoDs shall inform the Deputy Principal, Academic of their decision. He/she shall endorse or reject it. The Registrar shall be notified of the decision.
- 2.14.2 No student is allowed to transfer if he/she has already completed 1/6 (one sixth) of the credit hours in a particular department. If there are unavoidable circumstances that make the transfer imperative, the student will start the other programme from the beginning. No student is allowed to register in two departments at the same time.
- 2.14.3 A student permitted to transfer from one programme to another is required to collect a Clearance Form from the Library, have it signed by the respective officers and then submit it to the Registrar. Such a student is issued with a new registration number.

#### **2.15 TRANSFERS FROM ANOTHER UNIVERSITY**

- 2.15.1 MIUC allows transfer of students from other universities. No more than half of the academic credits are accepted for transfer.
- 2.15.2 Grades obtained in other universities will not be considered in the calibration of the student's

average grade before graduation but be given EXEMPTION. Only marks obtained at MIUC will be used.

- 2.15.3 The lowest grade in a unit acceptable for credit transfer is a "B".

#### **2.16 CREDIT TRANSFER**

- 2.15.4 Credit transfer shall only be granted to a student when the student's confidential academic records have officially been communicated between the University the student is transferring from and the one the student is transferring to. This shall be done by the Registrar.
- 2.15.5 A student shall apply for credit transfer during his/her first year of study.
- 2.15.6 A student seeking transfer of credit shall fill a credit transfer form and sent to the HoD attaching endorsed supporting documents (course content, course outline, transcripts).
- 2.15.7 A student shall be allowed to transfer credits up to a maximum of one third of the taught core course units prescribed at that level of study.
- 2.15.8 A student shall be allowed to transfer credits in a core course unit which is equivalent and/or at the same level with what is offered by MIUC.
- 2.15.9 The number of hours, content and grading of course units for which credit transfer sought shall be similar to that offered at MIUC at the same level.
- 2.15.10 A credit transfer shall be given for only course unit passed at grade C and above.
- 2.15.11 A credit transfer shall NOT be given for the Research Project, Field Practice and Teaching Practice. These must be undertaken from the university the student shall graduate from.
- 2.15.12 The student must undertake all Third and Fourth year core course units in the

university he/she intends to graduate from.

- 2.15.13 An application for credit transfer shall be processed by the department and approved by the Registrar.
- 2.15.14 The feedback shall be communicated to the student as soon as possible by the Registrar.
- 2.15.15 All Credits Transferred, the student actual grade and mark attained from the previous institution shall be captured without alteration once the application has been approved by the Registrar.

### **2.1.7 CONTEXT OF EXEMPTIONS**

- 2.15.16 Students may be exempted from some course units on the recommendation of the respective department and approval by the Registrar.
- 2.15.17 Exemptions shall be given for only first and Second year core course units.
- 2.15.18 Exemptions shall be given to only core course units passed with grade C and above.
- 2.15.19 A student seeking exemptions shall submit a duly filled form specifying the course units for which exemption is desired and attach evidence of content covered at university level, course outline and official academic transcripts to the Registrar's Office.
- 2.15.20 An application for exemptions shall be processed by the department and approved by the Registrar.
- 2.15.21 The feedback shall be communicated to student as soon as possible by the Registrar.
- 2.15.22 The department shall recommend alternative course units that the student shall take to meet the requirements for graduation at the level of study.

## **CHAPTER THREE: EXAMINATION AND GRADING POLICIES**

The Academic Council is authorized by the Academic Board to deal with problems related to examinations.

### **3.1 EXAMINATION REGULATIONS**

- 3.1.1 A student must have completed the course work in the unit at the specified time to qualify to sit for an examination. If course work is not submitted or an examination is not taken at the scheduled time, the policy is to assign a zero for that part of the unit. An accumulation of zero grades could result in a final grade of "F" in that unit.
- 3.1.2 A student who misses more than six (6) hours of a unit's lecture hours in a semester forfeits the right to sit for examination in that unit. They must repeat the unit when it is next offered and pay the tuition fee again.
- 3.1.3 Each student is required to register for semester/trimester examinations within the period stipulated in the Academic Calendar. A student who fails to register for examination will not be allowed to sit for that examination. Such a student will sit for the missed examination when next on offer as a supplementary.
- 3.1.4 Any student with outstanding fees is not eligible to sit for the examinations.
- 3.1.5 Students are expected to be at their various examinations halls by 8.30 a.m. for the morning session and 1.30 p.m. for the afternoon session.
- 3.1.6 All students registered for the examination shall be required to be in the examination's venue 30 minutes before examination begins. Students who arrive within the first 30 minutes after examination start time may be permitted to undertake the

examination but will not be allowed additional time. Students who arrive more than 30 minutes after the examination start time will not be permitted to undertake the examination. Such students shall be referred to the Head of Department for alternative arrangements.

- 3.1.7 Lateness for examination without sufficient reason to the HoD concerned or Examinations Officer disqualifies a student from the **special examination**. Such a student will sit for the missed examination when next on offer as a **supplementary** otherwise the student can retake the unit.
- 3.1.8 Students shall present their student ID and examinations card to the invigilators, Credit Controller and/or Registry Staff as required for inspection.
- 3.1.9 Students are not allowed to walk in and out of the examination halls during the session.
- 3.1.10 Student shall not share stationeries i.e. calculators, pencils, pens, rulers, erasers etc. during examinations session.
- 3.1.11 No chewing or eating of any sort in the examination halls.
- 3.1.12 Students shall not bring in **mobile phones/ smart watches** in the examination hall.
- 3.1.13 Students shall not enter the examination room with any written material.
- 3.1.14 Student shall not write anything behind the examination card or on the question paper.

### 3.2 END OF SEMESTER EXAMINATIONS

- i. Students are required sit for examinations of all the courses registered for in the semester.
- ii. Only student who have adhered to the course registration and fee payment policy shall be eligible to register for the examination.
- iii. Students who shall have missed up to six lecturer hours without permission from the lecture with

approval of the Head of Department shall not be eligible to sit for examinations.

- iv. Ensure that examinations registered for are not clashing.
- v. Students shall register for examinations on the 6<sup>th</sup> week after lectures begin in each semester.
- vi. Examination registration period shall be four weeks.

#### 3.2.1 SPECIAL EXAMINATIONS

Students who are unable to do their end-of-semester examinations due to acceptable unavoidable circumstances may, on the recommendation of the Department and the Academic Council, be allowed to take special examinations. They will be marked and graded as ordinary examinations. The student shall be expected to:

- i. Register for the special examinations when next on offer.
- ii. Attach an official letter explaining the reasons for missing the examinations and any other supportive document.
- iii. Show evidence of payment for the units registered for.
- iv. Ensure that the special examination registered for is not clashing with other end-of-semester examinations.

#### 3.2.2 SUPPLEMENTARY EXAMINATIONS AND DISCONTINUATION

- i. Students who fail the end-of-semester examination must complete the unit by taking a supplementary examination. The highest mark attainable shall be a bare pass mark; 40% for diploma and undergraduate students and 50% for Master's programme.
- ii. Supplementary examinations shall be taken when next on offer.
- iii. A student shall pay Ksh. 2000 for each supplementary examination.
- iv. A student shall attach a receipt of payment on the application form for the supplementary exam.
- v. A student who fails to attain the pass mark in more than half of the units taken in any given

semester/trimester shall, on the recommendation of the Academic Council, repeat the semester/trimester. A student who is allowed to repeat but fails in half or more units will, on the recommendation of the Academic Council, be discontinued by the Academic Board.

### 3.3 PROCEDURE FOR REMOVAL OR CHANGE OF INCOMPLETE GRADE ('IN')

A student who has received an 'IN' grade due to incomplete work in his/her units must fulfil the following conditions before the grade can be amended and a valid mark awarded:

- i. Discuss with the HoD how to have the 'IN' grade removed.
- ii. Students should ensure they have their Course work Marks (CATs) before sitting for the final exam. No incomplete will be allowed for CAT Marks.
- iii. The latest date for students to have the 'IN' grade amended is the end of the first month of the semester/trimester following the one in which the grade was obtained.

### 3.4 FAIL OR LOW GRADES IN EXAMINATION

- 3.4.1 A student, who repeats a semester/trimester because of failing in more than half of the units registered for in a semester/trimester, is required to re-register for the failed units only. The highest mark scored in the examination will be recorded. The highest attainable mark is 100%
- 3.4.2 Students who sit for supplementary examinations will score a bare pass mark of 40%
- 3.4.3 Students who desire to improve on their grades are free to do so, but will register, pay the tuition fees and attend all lectures in accordance with the University College policy.
- 3.4.4 A student who fails in an examination is free to repeat the unit instead of sitting for a

supplementary examination. He/she will re-register for such a unit when it is next on offer. The highest score/mark will be recorded. Note that if the student decides to sit for the supplementary, the highest mark will be a bare pass mark but if he/she repeats the unit then the highest score/mark in an examination will be recorded.

- 3.4.5 Any student who wishes to improve his/her grade from D, C, or B is free to do so. He/she would be required to re-register for it when it is next on offer, pay the tuition fees and attend lectures in accordance with the University College policy. If a student scores a lower mark compared to the previous one, the highest mark will be retained in his/her academic record.
- 3.4.6 A student is free to improve on his/her mark **ONLY TWICE**. In this case, the student will re-register, pay the required fees and attend lectures when the unit is next on offer. The student's final grade will be the highest of all his/her attempts.
- 3.4.7 A student will be allowed to re-register a unit so long as the re-registration does not cause any clash (es) on the timetables.
- 3.4.8 Registration for repeat units must be indicated on the Registration forms by indicating against the unit(s) "Repeat Unit."

### 3.5 GRADING AND CLASSIFICATION OF RESULTS

3.5.1 The following grading criteria is used for Masters Courses.

Grading		Quality of Performance
A	70% - 100%	Excellent
B	60 -69.9 %	Good
C	55 -59.9%	Satisfactory
D	50-54%	Pass
F	49% and below	Fail

3.5.2 The following grading criteria is used for undergraduate courses:

Grading		Classification
A	70% - 100%	First Class Honors
B	60 - 69.9 %	Second Class Honors Upper Division
C	50-59.9%	Second Class Honors Lower Division
D	40 -49.9%	Pass
F	39% and below	Fail

3.5.3 The following grading shall be used for diploma courses

Grading		Classification
A	70% - 100%	Distinction
B	60 - 69.9 %	Credit
C	50-59.9%	Pass
D	40 -49.9%	Pass
F	39% and below	Fail

3.5.4 The bridging and certificate programmes grading shall be as follows

Range of Marks	Letter Grade
75% and above	A
70% - 74%	A-
66% - 69%	B+
64% - 65%	B
60% - 63%	B-
56% - 59%	C+
54% - 55%	C
50% - 53%	C-
46% - 49%	D+
44% - 45%	D
40% - 43%	D-
Below 40%	E

### 3.5.5

F	Fail
Z	No mark reported
IN	Incomplete
IN	No credit
IP	In progress
EX	Exemption
FF	Supplementary Fail

### 3.6 Description of The Grades

- 3.6.1 *First Class* – Complete, concise, balanced, and in-depth answer, showing wide reading and originality of approach.
- 3.6.2 *Upper Second* – Well informed and critical treatment of relevant material; organized and evaluated answers with independence of judgment.
- 3.6.3 *Lower Second* – Well informed use of relevant material, with carefully organized presentation.
- 3.6.4 *Pass* – Coverage of some relevant points, but information is scanty. Some sign of understanding but no real answers to questions.
- 3.6.5 *Fail* – No grasp of material, lack of understanding of general field, failure to answer questions, poorly organized information, lacking in judgment.

### 3.6 RELEASE OF THE EXAMINATION RESULTS SLIPS AND TRANSCRIPTS

- 3.6.1 Soon after the Academic Council has processed and approved examinations results, every registered student who has cleared all fee balances is entitled to his/her semester/trimester examination result slip.
- 3.6.2 Each student shall receive a result slip of his/her semester/trimester records by the second week of each semester.
- 3.6.3 Errors on result slips shall be reported to Registrar's Office immediately they are noted and corrected promptly.
- 3.6.4 To obtain additional copies of academic records (result slips), students shall pay a fee determined by the administration.
- 3.6.5 All official semester/trimester result slips bear the signature of the Registrar or his/her designee, and the stamp of Registrar's office.
- 3.6.6 No result slip will be issued unless all financial dues owed to the University College are cleared.
- 3.6.7 Provisional transcripts shall be issued to all graduating students

at the end of the final year examinations upon clearance and after approval by the Senate. Students shall be expected to carefully examine the records for accuracy and report the errors to the Registrar.

- 3.6.8 Any incomplete cases and Fs are to be sorted out with the respective departmental heads three months before the graduation date.
- 3.6.9 Upon graduation the student shall be issued with official Academic Transcript bearing the Registrar's stamp and signature.
- 3.6.10 A fee shall be charged for the issuance of and extra official result slip and transcript.
- 3.6.11 Students are expected to collect their results within two semesters from the date of release. There after the result slips shall be destroyed and issued at a fee.

### **3.7 EXAMINATIONS RE-MARKING**

- 3.7.1 Students who request a remarking of a semester/trimester examination shall address his/her complain to the Deputy Principal, Academic and copy it to the Head of Department.
- 3.7.2 Application for remark shall be done within two weeks from the date when the results were released.
- 3.7.3 A Student shall pay Ksh.2000 for each examination to be remarked.
- 3.7.4 A student shall attach a receipt on the application letter for remark.
- 3.7.5 The departmental heads in liaison with the Deputy Principal, Academic shall determine whether remarking is in order. If this is approved, the student shall be expected to pay a fee after which an independent examiner shall remark and submit the report to the Head of Department.
- 3.7.6 The Head of Department shall submit the report and the mark to the Deputy Principal, Academic and a copy to the Registrar's Office.

- 3.7.7 The mark obtained shall be recorded in student's academic records and a feedback given to the student by the Registrar.

### **3.8 UNITS MONITORING AND STUDENT FEEDBACK**

Students' feedback is a vital part of unit monitoring. Students are required to fill evaluation forms upon completion of each unit. The forms are then submitted to the Quality Assurance Officer for appropriate action by the Management.

### **3.9 THESIS AND PROJECTS**

- 3.9.1 Some departments require students to write a project or a thesis which is a scientific integration of the knowledge, skills and values they acquired in the course of their studies at MIUC.
- 3.9.2 College supervisors qualified in specific project areas are assigned to students to provide guidance.
- 3.9.3 Undergraduate shall defend their work as per the departmental requirement.
- 3.9.4 Post graduate students shall defend their work when their supervisors deem it ready.
- 3.9.5 The supervisors shall constantly inform the respective HoD on the progress of the project.
- 3.9.6 When the supervisor sees that the student project is ready, he/she shall inform the HoD who shall assign a reader. The reader is expected to take two weeks to go through the work grade it and submit her/his evaluation on the project.
- 3.9.7 The HoD shall give the feedback of the reader to the supervisor.
- 3.9.8 The supervisor shall communicate to the student the feedback.
- 3.9.9 Before doing the final binding of the project report, the student must receive the permission to do so in writing from the supervisor.
- 3.9.10 A student who has not submitted his/her project by the end of the prescribed date by the respective department will not be

considered for graduation in that particular year.

- 3.9.11 A student shall obtain a research letter of authorization from the office of the Deputy Principal Academic before going out for data collection.

### 3.10 PLAGIARISM

Plagiarism is using someone else's ideas in an academic paper without acknowledging or crediting the sources. This implies that taking credit for someone else's ideas is considered stealing which is unacceptable and is punishable as an academic dishonesty and is therefore a serious academic offense.

- 3.10.1 Students shall be expected to always take care to distinguish their own ideas and knowledge from information derived from sources. Source includes primary and secondary materials published in print or online and information and opinions gained directly from other people. The only exclusion here is information that is in the public domain or the one that can be generally accepted to be common knowledge. Quotations must be placed properly within quotation marks and must be cited fully.
- 3.10.2 The responsibility for learning the proper forms of citation lies with the individual student. Students are expected to be familiar with the American Psychological Association (APA-7<sup>th</sup> Edition) referencing system. Students who are in any doubt about the preparation of academic work shall consult their lecturer and/or Librarian before the work is prepared or submitted.
- 3.10.3 Students who, for whatever reason, submit work either not their own or without clear attribution to its sources will be subject to disciplinary action, up to and including requirement to withdraw from the College.
- 3.10.4 All students are therefore called upon to familiarize themselves with the plagiarism policy and seek

assistance from their lecturers when in doubt. They are also encouraged to run their works through the plagiarism checker system available in the MIUC Computer Laboratory before sending their work for assessment. They shall rectify their work accordingly in case of any detected incidences of plagiarism before handing it over.

### LEVELS OF PLAGIARISM AND PENEALTIES

#### Minimal plagiarism

- 3.10.5 This involves substituting synonyms into the original sentence rather than rewriting the complete sentences.
- 3.10.6 Reordering the clauses of a sentence.
- 3.10.7 Imitating the sentence, paragraph, or organizational structure, or writing style of a source.
- 3.10.8 Using someone else thesis or ideas.
- 3.10.9 Inserting verbatim word, phrases, sentences, or longer passages from a source.
- 3.10.10 Combining paraphrasing with verbatim sentences to create a paragraph or more of text.

#### Substantial plagiarism

- 3.10.11 Repeatedly and pervasively engaging in minimal plagiarism.
- 3.10.12 Submitting or presenting someone's complete published or unpublished work.
- 3.10.13 Submitting another student's work for an assignment, with or without that person's knowledge or consent.
- 3.10.14 Downloading a term paper from a web site.
- 3.10.15 Buying a term paper from a mail order company or web site.
- 3.10.16 Reusing or modifying a previously submitted paper for a present assignment without obtaining prior approval from the lecturer involved.
- 3.10.17 For all the course assignments and projects, MIUC shall allow up to 10% of plagiarism.

## CONSEQUENCES OF COMMITTING PLAGIARISM

- 3.10.18 Minimal Plagiarism: The student shall rewrite and resubmit the work following the acceptable procedures. A record of all plagiarism instances shall be documented and submitted by the lecturer and/or the departmental head to the Deputy Principal Academic and copy the Registrar for filing.
- 3.10.19 Substantial Plagiarism: The student shall not be graded for the plagiarized work. This shall be treated as an offence of cheating according to MIUC Examination Policy section
- 3.10.20 A record of all plagiarism instances shall be documented and submitted by the lecturer and/or the departmental head to the Deputy Principal Academic and copy the Registrar for filing.

## 3.10 REQUIREMENTS FOR GRADUATION

For conferment of a University degree or award of Diploma, the candidate must have:

- 2.15.23 Paid all outstanding fees to the University College
- 2.15.24 Completed the clearance form and submitted it to the office of the Registrar on or before the latest date for applying for graduation as indicated in the Academic Calendar.
- 2.15.25 Satisfactorily fulfilled all academic requirements of the department in which he/she is enrolled.

Students are required to indicate in the Graduands' Register the order in which they would like their names to appear on the degree, diploma, certificate and transcripts within the period indicated by the Registrar. If any student wishes to change his or her name he or she must support this request with an

### AFFIDAVIT

- 2.15.27 It is the student's responsibility to determine that the units taken in each semester or trimester are relevant for the successful completion of the programme of study (degree or diploma). In consultation with the concerned academic advisor, the student must periodically review his/her progress towards meeting graduation requirements and seek the resolution of any issues about the same.

## 3.11 CERTIFICATES

- 2.15.28 Students shall be issued a certificate upon completion and award of diploma or conferment of degree in their respective programme.
- 2.15.29 The College shall take responsibility of all printing errors on the certificate. However, students shall take responsibility of errors resulting from their negligence such as incorrect spelling and arrangement of their names in the College official Graduands book.
- 2.15.30 All certificates shall be collected within 12 months after completion of the programme. Thereafter, a storage fee of Ksh.500 per month shall be charged.
- 2.15.31 All certificates shall be issued upon presentation of duly signed clearance form.
- 2.15.32 A student certificate shall not be issued to any person, unless the person presents an official letter from the owner instructing the Registrar to issue his/her certificate. The following shall be attached: a photocopy of the national identity card or passport of the person sent, his/her contacts.

## STUDENTS' EXAMINATION SCRIPTS/BOOKLETS

Students' examination scripts are destroyed two years after graduation.

## CHAPTER FOUR: FINANCIAL AND LIBRARY POLICIES

### 4.1 FINANCIAL REQUIREMENTS

- 4.1.1 Fees Payment Mode: Fees are payable per semester, trimester or academic year (s)
- 4.1.2 Tuition Payment Schedule: Direct deposits in the College account must specify the full name and account number of the student who is registering. Payment should be made within the normal payment period i.e. the first two weeks of each semester.
- 4.1.3 All students, self-sponsored as well as Government-sponsored, are required to pay at least 50% of their fees upon registration. However, they must clear all their fees before the commencement of the end of semester examinations. On their part, the University Access students are required to clear all their fees upon registration.
- 4.1.4 Payment by Installments: If a student is unable to pay in full before the start of the semester, the student shall be allowed to pay by installments. Under this mode, payment shall be in two installments as follows:
- 4.1.5 First installment shall be paid within the Fifth day of the start of the Month (5) after the start of the semester. This will include 50% of the tuition fees plus 100% of other applicable charges. A student who will not have paid the said fees by the end of the 4<sup>th</sup> week of the semester shall be required to take academic leave. Such a student will have to pay full tuition fees and other applicable charges for the semester afresh upon readmission.
- 4.1.6 Second installment of 50% tuition fees must be paid in full by the eighth (8th) week of the semester.
- 4.1.7 Eligibility to sit for examinations: The Registry in consultation with the Finance Office shall compile a

list of bonafide students (students who are registered and have fully paid up requisite fees for the semester) by the eighth (8th) week of the semester. Only bonafide students shall be eligible to sit for examinations.

- 4.1.8 Refund of fees may arise out of a student withdrawal from the College, overpayment of fees or if a student is deceased. Refund is subject to clearance with the College.
- 4.1.9 The College does not make fees refunds to individual students. Fees refunds shall be payable to the sponsor by cheque upon receipt of a written request from the sponsor.

### 4.2 REFUNDS SHALL BE MADE AS FOLLOWS

- 4.2.1 Students who withdraw before the start of the semester will be refunded all the fees paid less administrative costs.
- 4.2.2 For those who withdraw after the semester has started, the following fees will not be refunded – registration, students union, student identification card, accommodation (where applicable), and medical.
- 4.2.3 Tuition fees and other refundable charges will be subjected to the following refund criteria:

Week	%Refund
1	80
2	60
3	40
4	20
5	NIL

- 4.2.4 This schedule applies to tuition fees only. Other fees are none refundable. Additionally, no refund will be made to students who are expelled from the College for cheating during examinations or for any other reason.
- 4.2.5 Fees paid in excess will be refunded only at the end of the course or programme and the

refund will be given to the parent(s) or the sponsor(s).

### 4.3 FINANCIAL ASSISTANCE

MIUC students may benefit from the following available financial assistance

- 4.3.1 MIUC Bursary Award: MIUC makes bursary awards to some students who meet the requirements for the award. The bursary award is made **once** in an academic year. Applications for the award are made to the Office of Financial Aid unless otherwise indicated. All credentials for such awards should be submitted not later than the dates stipulated and posted on the notice boards in the semester in which the award is made.
- 4.3.2 Higher Education Loans Board (HELB): It is the responsibility of the student to apply for the HELB loan on time to avoid inconveniences in the payment of fees. The loan from HELB shall be credited to the student fee account unless otherwise specified. Delay in disbursement of HELB loans shall not be admissible reason for late registration.
- 4.3.3 Bursaries and scholarships: It is the responsibility of the student to apply for bursaries and scholarships on time to avoid inconveniences in the payment of fees.

#### College Bank & Branch Account

- **Barclays, BANK KAREN BRANCH A/C NO: 065 1092019.**
- **COOPARATIVE BANK OF KENYA KAREN BRANCH A/C NO 01129054825300.**
- **NIC BANK KAREN BRANCH A/C NO: 1000018119.**
- **Mpesa payment** can be done as follows: Go to Mpesa menu, Pay bill No: 488513. Account no: use student name e.g. Lilian Njuguna; then enter the amount; then your pin. You will receive a confirmation sms that you have made payment to **MARIST**

### INTERNATIONAL UNIVERSITY COLLEGE through NIC BANK.

Present that confirmation during registration. Pin No  
P051653639K

**Note: The College does not accept cash payments and other cheques (i.e. Personal, Company or Cooperatives Cheques).**

### LIBRARY REGULATIONS

Students should carefully read and abide by the respective laboratory rules.

#### 4.4 GENERAL LIBRARY REGULATIONS

- 4.4.1 The library is open to the staff and registered students of MIUC, registered MIUC Alumni on production of a valid identity card; graduate students/teachers from institutions whose libraries are in consortium with MIUC library on production of a valid identity card.
- 4.4.2 The library is open Monday through Saturday and closed on Sundays, public holidays and other days of obligation. The opening hours of the library are displayed on the library notice boards.
- 4.4.3 No overcoats, bulky jackets or headgear are allowed into the library. Should somebody get into the library with them, he/she will be subject to thorough checking at the discretion of the guard at the library entrance. These are to be deposited temporarily in the designated area outside the library.
- 4.4.4 No pocket files, bags, umbrellas or personal serials/books with the exception of notebooks are allowed into the library.
- 4.4.5 All MIUC students are required to produce their MIUC ID card for identification at the Library entrance. Any other user from somewhere else will be required to produce a valid ID card/National ID card or Passport.
- 4.4.6 Every library user is subject to inspection at the library entrance when leaving the library.

- 4.4.7 The library offices are out of bounds to the students; in case of any enquiries or problem, consult the circulation librarian.
- 4.4.8 Littering with waste papers, sweet wrappings, chewed gums, etc, is prohibited in the library.
- 4.4.9 Smoking, eating and drinking are not allowed in the library.
- 4.4.10 All the library users are requested to return reading materials at the designated area after use. No user is permitted to re-shelve any reading material.
- 4.4.11 Absolute silence is to be observed in the library. Mobile phones ought to remain turned off in the library.
- 4.4.12 Those who wish to photocopy from MIUC library reading materials may make use of photocopy services available on campus provided they observe copyright regulations.
- 4.4.13 Writing on or underlining in library reading materials, tearing pages from books or damaging library reading materials in any other way is strictly prohibited.
- 4.4.14 Any student whose conduct in the library is unbecoming will be reported to the Disciplinary Committee for action.
- 4.4.15 All new students are required to attend library orientation programme before using library services.

#### **4.5 BORROWING SERVICES IN MIUC LIBRARY**

- 4.5.1 Reference books, unpublished theses/dissertations and reserved reading materials and periodicals are not for borrowing.
- 4.5.2 MIUC students may borrow up to 4 books/items for 14 days.
- 4.5.3 To check out a book both the borrower and circulation staff verifies the condition of the book/item.
- 4.5.4 Materials may be renewed once provided they have not been reserved by another user.
- 4.5.5 Each student must return the book(s)/item(s), which he/she borrowed, to the circulation staff at the counter.
- 4.5.6 A circulation librarian may call back any borrowed book/item at any time.
- 4.5.7 In order to facilitate library stock taking, no borrowing will be allowed during specified stock taking period.

#### **4.6 PAYMENT OF FINES**

- 4.5.8 Failure to return a borrowed book/item on time calls for payment of a stipulated fine for each overdue day, including Sundays, other days of obligation, and public holidays.
- 4.5.9 A MIUC student who has been given two reminders to return borrowed books/items and fails to do so forfeits his/her borrowing privileges. His/her semester results, academic transcripts, certificates or diploma/degree will be withheld until the borrowed books/items are returned and the accruing fines paid.
- 4.5.10 In case a borrower loses a library book(s)/reading material, he/she will be required to bring to the library a replacement copy acceptable to the Librarian. Alternatively, the circulation librarian calculates the cost to be paid by the borrower for the replacement of any lost or damaged book/reading materials. The amount so charged will be paid at the Finance Office and a receipt obtained. The receipt is shown at the Library as evidence of payment.
- 4.5.11 No student will be cleared for graduation or for anything deemed necessary by the College unless he/she has also been cleared by the library department.

#### 4.7 ELECTRONIC INFORMATION RESOURCES

The library subscribes to on-line information resources. Library users must have passwords in order to access these resources. Therefore, library users are advised to consult the Librarian for user passwords.

### CHAPTER 5: STUDENTS CODE OF CONDUCT AND DISCIPLINE POLICIES

Marist students should exemplify the MIUC core values, both on and off Marist. As guides for individual and group actions within the college, the University affirms the following general principles of conduct. These principles serve as the basis for regulations concerning student behaviour.

#### 5.1 DEFINITION OF A STUDENT

For the purposes of these Rules and Regulations, a student is any person who has registered, and is currently undertaking a course of study in Marist International University College.

#### 5.2 APPLICATION AND SCOPE OF THE RULES AND REGULATIONS

These Rules and Regulations are binding on all registered students of MIUC from the time that they register as students till when they are discontinued, deregistered or graduates.

This Policy also applies to the off- campus conduct of students and registered student organizations in direct connection with:

1. A professional practice assignment; Industrial Attachments, Field Practice and Teaching Practice
2. Any activity supporting pursuit of a degree, such as research at another institution;
3. Any activity sponsored, conducted, or authorized by the University or by registered student organizations;
4. Any activity that causes substantial destruction of property belonging to the University or members of the University community or causes

disruption or serious harm to the health or safety of members of the University community; or

5. Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for a crime of violence.

#### 5.3 COMPOSITION OF THE DISCIPLINARY COMMITTEE

The Disciplinary Committee of MIUC is made up of:

DP, Administration	Chair
Dean of Students	Secretary
DP Academic	Member
Registrar	Member
Concerned HoD	Members
Admin. Assistant	Recording Secretary
MIUCSO President	Member

#### 5.4 ACADEMIC OFFENSES

A student commits an offence if he/she:

- 5.4.1 Cheats in an examination, that is to say, any student who attempts to cheat in an examination by copying answers, using unauthorized material, handling or using of mobile phones, and intentionally or purposefully sharing answers with colleagues during continuous assessment tests, assignments or other examinations
- 5.4.2 Brings into the examination's hall a mobile phone or smart watch.
- 5.4.3 Plagiarizes material for research papers or term paper, project and thesis.
- 5.4.4 Copies answer for assignments.
- 5.4.5 Assists others to commit or in their attempt to commit an academic offence or assists those who have committed such offences to escape detection and punishment.
- 5.4.6 Bribes or attempts to bribe, advances sexual favors to, or threatens lecturers for the purpose of inducing them to award or change marks.
- 5.4.7 Allows another student to use his/her Id or examination card to take an examination.

- 5.4.8 Uses another student's ID or examination card to take examinations.
- 5.4.9 Manipulates the examination card such as adding a unit, changing the name or writes behind it.
- 5.4.10 Attempts to induce secretaries to leak examinations.
- 5.4.11 Steals library materials/equipment, removes materials from the library without authorization, or willfully damages, marks, or mutilates books.
- 5.4.12 Procures another person to write any coursework or any other assigned academic work/ Examination for him/her.
- 5.4.13 Without good cause repeatedly fails to attend lectures, tutorials, and seminars, practical or any other scheduled courses of instruction.
- 5.4.14 Failure to do CATs.
- 5.4.15 Failing to comply with the invigilators' instructions or/and causing destructions in the examination halls such unnecessary movements, creating scenes and making noise.
- 5.4.16 Without good cause fails to comply with any other regulations by the Department or the University College for the smooth running of academic programmes.
- 5.4.17 Misconduct at the place of Industrial attachment, Field Practice and Teaching practice.
- 5.4.18 Misconduct during academic field travels.
- 5.4.19 A student should miss more than two lectures.

## PROCEDURES

1. In case of cheating during examinations, the invigilator(s) will certify the cheating case. The student concerned will then sign the Examination Incident Form. The invigilator(s) then will report to the Chairman of the Disciplinary Committee attaching to the report the Incident Form

- and any other exhibits as evidence. The student who is caught cheating or attempting to cheat in examination will automatically stop writing the examinations and any other remaining examination(s) in that semester till the case is decided.
2. The Deputy Principal, Administration will call a meeting of the Disciplinary Committee to hear and determine the case.
3. The Deputy Principal, Administration will inform the student that a case of cheating against him/her has been filed against him/her and shall be heard on a specified date and time. The student will be required to attend the proceedings in person to defend him/herself.
4. The Committee, based on the evidence before it, and listening to the student shall make recommendations to be forwarded to the Management Board.
5. The recommendations of the Disciplinary Committee together with the minutes of its meeting shall be forwarded to the Principal.
6. The Principal will present the recommendations of the Disciplinary Committee to the Management Board for consideration.
7. The decision of the Management Board shall thereafter, be communicated to the student within fourteen days after the meeting of the Management Board.
8. When an academic offence other than cheating in an examination, in test or assignment is alleged to have been committed, the lecturer, librarian or other concerned staff member shall write to the respective HoD, with copies to the Deputy Principal Administration, Registrar and Dean of Students. The communication should contain

such documentation as may be available to support the allegation that an offence has been committed.

9. The respective HoD shall consult with the Deputy Principal Administration on the matter.
10. The Deputy Principal Administration shall call for a Disciplinary Committee meeting.
11. The suspected offender shall appear before the Committee and be given an opportunity to defend him/her (self). However, should he/she fail to appear without prior communication the Chair of the Committee, the case may be decided in his/her absence
12. In all disciplinary proceedings, the student shall represent him/her (self). Failure to do so, after the case has been determined that student shall not be allowed to appeal.

#### 5.5. NON-ACADEMIC OFFENSE

##### SOCIAL BEHAVIOUR INSIDE AND OUTSIDE MIUC

- 5.5.1 As a religious institution based on Christian principles outlined in Catholic teaching, MIUC upholds the dignity of every human person and encourages mutual respect in all interpersonal relationships. Students, therefore, should strive to attain and uphold the highest standards of self-respect and respect for others. Any misconduct unacceptable to the Catholic ethos of the College will not be tolerated and will be subject to disciplinary procedure.
- 5.5.2 As mature people all students of MIUC will be held accountable for their behaviour. A student who violates MIUC regulations or is involved in any conduct which brings the College into disrepute will be subject to disciplinary action which may include formal warning, suspension or dismissal.
- 5.5.3 No smoking is allowed in the College premises – lecture halls,

corridors, toilets, cafeteria, and library.

- 5.5.4 Mobile phones should be placed on silent mode without vibration during lectures, workshops, in the library, and in the chapel.

#### DRESS CODE

It is not the intention of the College authorities to infringe on individuals' rights of choice and expression, nevertheless the sanctity of this institution must be observed for the fulfillment of our task of developing humanity through our own expression of morality. It is therefore required that the students of MIUC will observe a sober and decent dress code at all times while on campus and/or official College functions. Specifically they should refrain from:

- 5.5.5 Short skirts, see-through clothes, low neck line tops, tight clothing, and low riding-trousers; peddle pushers, clothing that shows inner wear, sagging clothes, jewelry on eyebrow/lid, belly, lips, nose and tongue.
- 5.5.6 Unkempt hairdos, bright colored and unbecoming hair colour such as blue, red, yellow, white and dreadlocks.
- 5.5.7 No wearing of hats on campus for male students.
- 5.5.8 Exposed tattoos and wordings/writings on clothing. No abusive language is allowed on T-shirts, etc.
- 5.5.9 No student should be found playing snooker before 12 noon at the Cafeteria.

#### Consequences

Disciplinary action will be taken if consistency in indecency is noticed. This may attract suspension or expulsion from the College.

#### OFFENCES

The following are considered as non-academic offences:

- 5.5.10 assaulting any member of the College community;
- 5.5.11 verbal abuse, threats, intimidation or harassment of any person on campus;

- 5.5.12 theft of or damage to College property;
- 5.5.13 organising or participating in boycotts, demonstrations, riots and strikes or any form of mass indiscipline;
- 5.5.14 drunkenness or abuse of alcohol;
- 5.5.15 taking or trafficking of illicit drugs;
- 5.5.16 threatening fellow students
- 5.5.17 possession of dangerous weapons;
- 5.5.18 all forms of immoral conduct;
- 5.5.19 forgery or misuse of any College document of identification;
- 5.5.20 circulating unauthorised publications;
- 5.5.21 disrespect of ecclesiastical, religious or national symbols;
- 5.5.22 losing or damaging sports equipment;
- 5.5.23 demeaning other people's dignity through character assassination;
- 5.5.24 any conduct that is deemed contrary to the spirit of MIUC;
- 5.5.25 violation of library regulations;
- 5.5.26 mismanagement of funds of students' organization in contravention of relevant provisions of the MIUCSO constitution;
- 5.5.27 sexual harassment, including but not limited to the following:
  - i. sexual jokes, innuendos, noises, lewd suggestions, foul language, obscene gestures
  - ii. pressuring for sexual activity or favours
  - iii. homosexual (gay/lesbianism) activities of any kind
  - iv. explicit sexual suggestions in return for rewards
  - v. gossiping about a person's sex life with the goal of character assassination
  - vi. displaying pornographic and sexually suggestive pictures/materials or objects
  - vii. belittling comments on a person's anatomy
  - viii. unwanted physical contact of any sort which is sexual in nature, including touching of sensitive body parts

- ix. unwanted physical contacts, kissing in public, pinching or cornering
- x. rape or indecent assault

### PROCEDURE

1. Non-academic offences are reported to and handled by the Disciplinary Committee of the College.
2. Non-academic offences are reported to the Dean of Students for preliminary investigation.
3. If the case warrants disciplinary action, the Dean of Students reports it to the Disciplinary Committee.
4. The student will be summoned before the Disciplinary Committee for a fair hearing prior to pronouncement of a verdict.
5. If the student is dissatisfied with the decision of the Disciplinary Committee, he/she may appeal to the Management Board, whose decision is final.

### NOTE

- i. All student with disciplinary cases will undergo six (6) counselling session with the university counselors and present a clearance letter from the counselor to the Dean of Student. This letter shall then be copied and filed by the registrar in the student's file.
- ii. The student will also write an apology letter to the Principal and present it to the Dean of students' office.

### APPEALS

- i. A student who is dissatisfied with the decision of the Management Board can appeal to the Academic Board. If the student is still dissatisfied, he/she can appeal to the Board of Governors. The decision of the Board of Governors shall be final.
- ii. A Post-Graduate student has a right to appeal against rejection of a proposal and thesis/dissertation in a situation where the student **feels**

unjustly treated, he/she may appeal to:

- iii. The Head of Post-Graduate Studies, before the proposal is submitted to the Departmental Academic Board.
- iv. The Postgraduate Studies Committee if the student has already been accepted and assigned supervisors.
- v. The University College Academic Board if the student is not satisfied with the decision of the Postgraduate Studies Committee.
- vi. In all cases, the decision of the lower authority stands until the higher authority decides otherwise.

<b>ACADEMIC OFFENCES PENALTIES</b>		
<b>NO</b>	<b>OFFENCE</b>	<b>PENALTY</b>
1	<p>Possession of unauthorized material that can be used to retain content for the examination e.g. any form of subject notes, mobile phones, smart watches, tablets etc. brought by the candidate himself/ herself or by other person(s) to the examination venue.</p> <p>Copying from unauthorized material carried by the candidate himself/ herself or other person(s) to the examination venue.</p> <p>Picking any other candidate's possessions such as papers, electronic gadgets, etc., from the floor or desk.</p>	<p>Cancellation of all the exams of that semester. Repeat and pay for all the cancelled units</p> <p>Counselling sessions</p> <p>For a repeat case, suspension for one semester</p> <p>For a repeat case after suspension, the student will be expelled</p>
2	Circulating unauthorized written material to other candidates during an examination	<p>Cancellation of all the exams of that semester.</p> <p>Repeat and pay for all the cancelled units</p> <p>Counselling sessions</p> <p>For a repeat case, suspension for one semester</p>
3	Communicating orally with other candidates during the examination.	<p><i>Cancellation of examination results of the unit(s) in which the offence was committed.</i></p> <p><i>Candidate to retake such unit(s).</i></p>
4	Non-compliance with invigilator's instructions during the examination.	<i>A warning letter. Should the disobedience be against a serious matter, the stronger penalty shall be meted</i>
5	Copying from other candidates' examination work in the examination.	<p>Cancellation of all the exams of that semester.</p> <p>Repeat and pay for all the cancelled units</p> <p>Counselling sessions</p> <p>For a repeat case, suspension for one semester <i>PROVIDED THAT the other candidate will only be penalized if it is proved that the copying was made possible because of his or her consent, collusion, or reasonable knowledge.</i></p>
6	Possession of used or unused examination answer book(s) in the examination venue other than the material issued by the invigilator.	<p>Cancellation of all the exams of that semester.</p> <p>Repeat and pay for all of the cancelled units</p> <p>Counselling sessions</p> <p>For a repeat case, suspension for one semester</p>
7	Willful disruption of university examinations.	Cancellation of all the exams of that semester.

		<i>Suspension or Expulsion from the University for those involved. Counselling sessions</i>
<b>8</b>	Impersonating another candidate.	<i>Suspension from the University for the candidates involved in the conspiracy for one academic year.</i>
<b>9</b>	Presenting oneself for an examination in a unit he/she has not duly registered.	<i>Cancellation of the candidate's results in that unit(s) and suspension for a semester</i>
<b>10</b>	Using the registration number or name of another candidate	<i>Suspension from the University for the candidates involved in the conspiracy for one academic year.</i>
<b>11</b>	Leaving the examination room with unused examination answer booklets.	<i>Cancellation of the candidate's examination results in the units concerned. Suspension from the University for one academic year and repeat the unit on re-admission. A written warning.</i>
<b>12</b>	Leaving the examination room with one's examination answer booklets i.e. failing to submit one's answer scripts after one has done the examination.	<i>Cancellation of the candidate's examination results in the units concerned. Suspension from the University for one academic year and repeat the unit on re-admission. A written warning.</i>
<b>13</b>	Missing Two lectures (6Hours)	<i>No exams Repeat the entire unit A warning letter</i>
<b>NON-ACADEMIC OFFENCES PENALTIES</b>		
<b>NO</b>	<b>OFFENCE</b>	<b>PENALTY</b>
<b>1</b>	Unauthorized entry due to: Indecent dress code Lack of student ID	<i>A warning letter. Repeat case leads to <i>Minimum suspension for two weeks and a warning letter.</i></i>
<b>2</b>	Disruption No student shall, by action, threat, or otherwise, knowingly obstruct University activities. University activities include but are not limited to, lectures, research, meetings, interviews, public events, ceremonies. Disruption which occurs during the teaching of a class or course or the conduct of research may be treated as an academic offence	<i>Minimum suspension for two weeks and a warning letter. The penalty may be severe depending on the gravity of the offence.</i>
<b>3</b>	No student shall, contrary to express instructions or with intent to damage, destroy or steal University property or without just cause knowingly enter or remain in any University building, facility, room, or office. Facilities include but are not limited to the following: parking lots, sports fields and campus areas	<i>Minimum suspension for two weeks and a warning letter. The penalty may be severe depending on the gravity of the offence. No matter the suspension length the student shall be required to pay for the damage caused in full.</i>
<b>4</b>	Theft, Fraud, Damage and Destruction of Property	<i>Suspension for one year, pay for/return the damaged property and</i>

	<ul style="list-style-type: none"> <li>➤ No student shall knowingly take, destroy or otherwise damage University property, nor shall any student knowingly take, destroy or otherwise damage any property not his or her own on university property.</li> <li>➤ No student, in any manner whatsoever, shall knowingly deface the inside or outside of any building of the University, nor deface any statues or similar property of the University.</li> <li>➤ No student shall defraud the university either directly or indirectly or through false documents or otherwise.</li> </ul>	<i>warning letter. The penalty may be more severe depending on the gravity of the offence.</i>
<b>5</b>	<p>Physical Abuses, Harassment and Dangerous Activity</p> <p>No student shall on property owned or occupied by the University, or in a University context:</p> <p>(a) Assault another person, including sexual assault, threaten any other person with bodily harm or damage to such person's property or knowingly, and without just cause, cause any other person to fear bodily harm or fear damage to his or her property.</p>	<i>Suspension for one semester and a warning letter. The accused student shall be required to pay for the damages or harm caused in full.</i>
<b>6</b>	Knowingly create a condition, which unnecessarily endangers or threatens the health, safety or wellbeing of other persons or threatens the damage or destruction of property.	<i>Suspension for two weeks at minimum or a maximum suspension of a year or expulsion depending on how serious the situation is and a warning letter. The accused student shall be required to pay for the damages or harm caused in full.</i>
<b>7</b>	Sexually harass another member of the University community.	<i>Suspension from the university or expulsion depending on how serious the situation is and a warning letter. The accused student shall be required to pay for the harm caused in full.</i>
<b>8</b>	Engage in racial or ethnic harassment of another member of the University community	<i>Suspension for one academic year and a warning letter or an expulsion.</i>
<b>9</b>	Distribute, dispense, possess or use controlled substances such as drugs or alcohol on campus, or as part of any University activity.	<i>Suspension or Expulsion.</i>
<b>10</b>	Possess or use or store weapons that might threaten the life of another member of the University community.	<i>Expulsion.</i>
<b>11</b>	Smoking tobacco is prohibited in the university compound	<i>Suspension for two weeks and a warning letter.</i>
<b>12</b>	<p>Possession of Stolen Property</p> <p>No student, knowing the property to have been stolen, shall possess University property or possess on University premises any property</p>	<i>Suspension for one academic year, return the stolen property and a warning letter.</i>

	stolen from any other member of the University community.	
<b>13</b>	<p>Information offenses</p> <p>No student shall defame any member of the university or society (through the publication or utterance of statements that lower that person in the estimation of right-thinking members of society or which makes them shun or avoid that person). Such offences may be in the following formats:</p> <p>a) Statements in published or printed format such as book, newspaper, website, magazine and social media.</p> <p>b) Statements uttered verbally (slander)</p> <p>No student shall present to a university officer a forged document either in hard copy or electronically, examples of such documents are and not limited to: secondary school leaving certificate, other institutions academic certificates, national government documents etc.</p>	<i>Suspension for one academic year and a warning letter. The accused may be expelled depending on the severity of the situation.</i>
<b>14</b>	<p>Demonstrations</p> <p>No student shall, on University property or outside, individually or with a group and in connection with a demonstration, including a rally:</p> <p>a) Knowingly use words which threaten violence or bodily harm to any group or individual in a situation where there is clear and imminent danger of such violence or bodily harm, and whether or not the group or individual thus threatened knows of such threatening words; or</p> <p>Knowingly use words in a situation of clear and imminent danger, which incite others to behaviour, which violates any article of this Section.</p>	<i>Suspension for one academic year and a warning letter. The persons involved may be expelled from university depending on the degree of danger involved.</i>
<b>15</b>	Fighting with any member of the university or threatening any person	<i>Suspension for one academic year and a warning letter. The persons involved may be expelled from university depending on the degree of danger involved.</i>
<b>16</b>	<p>Commission of offences more than once.</p> <p>If a student commits an offence more than once where in the first instance a warning letter was issued.</p>	<i>Expulsion from the University.</i>

## STUDENT FACILITIES

### OFFICE OF THE STUDENTS ORGANISATION

#### MEMBERSHIP

All students are members of MIUCSO. They are registered on payment of a membership fee that is included in their total fee calculations.

### **LOST PROPERTY**

All lost property should be deposited /collected to/from the MIUCSO Office or reception or the Dean of students' office.

### **PHYSICALLY CHALLENGED**

Students and staff shall assist physically challenged students to move around and enter campus facilities. The university shall ensure that all the buildings are accessible to this group and where possible, the existing facilities.

### **COMPLAINS**

There is a suggestion box outside MIUCSO office where students' compliments, suggestions and complaints are posted.

## **HEALTH SERVICE**

### **INFIRMARY**

The University's health service is available to serve the primary healthcare needs of students on production of the University identity card or any other form of identification prescribed by the institution.

It is adjacent to auditorium. Consultation hours (indicated on the door) usually coincide with lecture hours from Monday to Friday.

In case of emergencies, the first port of call is the MIUC Infirmary.

### **REFERRAL**

In this case, students are expected to meet the full costs for admission, ambulance, consultation, paramedic costs, and/or other costs incurred.

The health service offers first aid, and caters for minor injuries, headaches, coughs, skin diseases, malaria and other common ailments. The atmosphere is as informal as it can be, and the service is confidential. A modest fee is charged for medication.

Because the Infirmary does not provide physiotherapy, dentistry, spectacles and other ancillary/paramedical services, students are referred to any other hospitals, for major treatment such as surgery and X-rays. In such cases, students are expected to meet their full costs for admission, ambulance, consultation, paramedical costs, and/or any other costs involved.

## **INPATIENT ADMISSION**

Inpatient admission to any health facility is the responsibility of the parent/guardian of the student.

Parents and guardians are expected to take over treatment of their sons and daughters once they are admitted outside the University.

Parents/guardians are strongly recommended to take the National Hospital Insurance Fund (N.H.I.F.), which will cover their sons and daughters who are under 23 years old. Students who are above 23 years are expected to take annual N.H.I.F. cover for themselves.

All students are required to produce their N.H.I.F. cards or proof of other medical insurance cover.

Students with underlying issues should register with the College's Nurse for proper follow up.

## SECURITY

### Safety

The College recognizes its obligation to take all precautions to ensure safety of students, employees and visitors while they are on campus. Observance of safety is the responsibility of all members of the College and their active co-operation is required. Each student therefore:

- Is responsible for undertaking only those duties and sporting activities in which he/she is in full control and can ensure maximum safety;
- Is obliged to adhere strictly to prescribed safety standards;
- Has to ensure that he/she does not overlook the safety measures put up by the college;
- Should report incidents involving injury or near-misses (potholes, broken glasses, dangerous tools) to the administration for appropriate action.

### Handling Emergencies

In the case of emergency on campus, students should contact the campus security office on **249** (intercom) or **+254 733 633 801** (cell phone) or any available staff member. When reporting, precision on the nature and location of the emergency's occurrence is very important.

## SPORTS

- All students are eligible for participation in any of the College's sporting activities.
- The sports codes currently available include Football, Basketball, Volleyball, Netball, Handball, Lawn Tennis, Table Tennis, Karate, Rugby, Badminton, Track Events, and Board Games.

## CAMPUS CAFETERIA

- The campus cafeteria offers on sale soft drinks, snacks and light lunches.
- The Cafeteria Management encourages comments on how best to review meals to your satisfaction.
- The canteen operates from Monday to Friday from 7.30 a.m. to 5.00 p.m. daily but remains closed over the weekend, unless on special request.

## SPIRITUAL SERVICES

- Sacraments are celebrated in the campus.
- The Sacrament of Reconciliation is celebrated on Thursdays and Fridays.
- The Eucharist is celebrated in the College Chapel from Monday – Wednesday, Fridays and Saturdays: at 7.00 a.m then Thursdays at 12.00 p.m. and on Sundays at 9.00 a.m.
- On Thursdays at 12.00 pm to 1.00 pm there is College Community Mass during which classes are suspended. All students are encouraged to attend.
- The Liturgical seasons of the year: Advent, Christmas, and Lent are highlighted to foster the spiritual growth and maturity of Christian life.
- Periodic retreats/recollections are conducted in the course of the academic year.
- Adult Faith Formation Sessions are conducted in small groups for one hour every week.
- Monthly retreats/recollections are organized for the students; while the staff have their own once every semester.
- Students are helped to enhance their human, social, and religious participation in the following Associations/Movements of a socio-religious nature:
- MIUC Choir is a serious group of students and staff who contribute greatly to liturgical celebrations by promoting sacred music.

- Charismatic Prayer Group gathers students interested in deepening their life in the Spirit through prayer and sharing the Word of God.
- YCS – Young Christian Students Organization unites students in diversity.
- MIUC Christian Fellowship gathers Christian students for praise and worship that fosters their spiritual growth.
- Other groups are encouraged to operate if there are specific objectives that meet the needs of students.

### COUNSELLING SERVICES

Each student in the College is provided with an Academic Advisor. Academic mentoring is done both individually and in groups. The Group mentoring is done fortnightly on Thursdays (11.00am – 12.00pm). It is an official College academic function and, therefore, all students are obliged to attend. Individual students can meet their Academic Advisors for personal guidance. Both group and individual mentoring are offered to help students with regard to:

- Academic counselling on subject combinations; good study habits; examination anxiety; stress reduction; frustrations, etc.
- Career information; career choice; opportunity awareness, further studies; scholarships; social, physical, intellectual, emotional and moral problems;
- Adjustments to and awareness of health problems like HIV/AIDS and other emerging issues.

**Note:** All personal matters discussed are treated confidentially.

### THE UNIVERSITY POLICY CONCERNING THE DEATH OF A STUDENT IS AS FOLLOWS

The university will offer a requiem mass for the soul of the deceased student.

MIUC through the Dean of students and MIUCSO office may facilitate arrangements for students to solicit donations to meet the funeral expenses of a colleague

MIUC shall organize for a maximum of KSHs.30, 000 towards funeral arrangement of a deceased student.

MIUC may also provide transport for 25pax university representatives to the funeral as per the capacity of the university bus.

The Principal will write a message of condolence signed on behalf of the University that will be read by the University representative.

### CONCERNING THE DEATH OF A STUDENT'S PARENT IS AS FOLLOWS

The Dean of Students will release a notice informing the entire university of the deceased parent.

Through the Dean of students and MIUCSO office, MIUC may facilitate arrangements for students to solicit donations to meet the funeral expenses of a colleague's parent.

MIUC may send a representative depending on the location.

MIUC may also provide transport for 3-5 pax University representatives to the funeral depending on the location.

The Dean of Student will write a message of condolence signed on behalf of the university that will be read by the University representative.

## STUDENTS' DRESS CODE ON CAMPUS AND OFFICIAL COLLEGE FUNCTIONS

Students should wear clean and decent attire while on campus and/or official College functions. The guidelines for this are provided below as well as sample designs.

**Female students should NOT wear:**

- i. Dresses/skirts that are above the knee line such as mini-skirts and shorts.
- ii. Dresses/skirts with thigh revealing slits.
- iii. Dresses/blouses with open necklines that are 4 inches below the shoulders.
- iv. Body-hugging/tight trousers.
- v. Dirty, torn jeans that reveal parts of the body.
- vi. Bare-backs.
- vii. Navel-gazers, commonly known as “tumbo-cuts” or crop tops.
- viii. See-through.
- ix. Sagging trousers.
- x. Transparent tights and clothing that exposes and/or shows inner wears.
- xi. Low riding trousers, peddle-pushers or bulky trousers.
- xii. Shirts, T-Shirts and trousers with obscene wordings, graphics and/or expressions.
- xiii. Hairstyles in excessively bright and peculiar colors e.g. yellow, blue, red and white.

**Male Students should NOT wear:**

- i. Earrings and studs on one or both ears and on other parts of the body.
- ii. Hats/caps on campus.
- iii. Headscarves.
- iv. Clothes that expose the chest and/or tattoos on any part of the body.
- v. Shirts, T-shirts and trousers with obscene wordings, graphics and/or expressions.
- vi. Jewelry, necklaces and rings on ears and/or eyebrows.
- vii. Braided/plaited hair or dreadlocks.
- viii. Sagging trousers and coloured hair.

**Both Male and Female Students should observe the following:**

- i. No strong perfumes and obscene make-up.
- ii. No jewelry on eyebrows, belly, lips, tongue and nose.
- iii. No exposed tattoos and wordings on any part of the body.
- iv. No wearing of “shades” (sun glasses) in class, chapel and offices.
- v. Hairstyles should be neat and clean.
- vi. No ragged trousers of any sort.

**NOTE**

**All students must sign the declaration page and give a copy to the registry for filing.**

STUDENTS' HANDBOOK 2022 - 2026

**APPENDIX I: DECLARATION BY STUDENT**

I, \_\_\_\_\_, Matriculation No. \_\_\_\_\_ hereby acknowledge that:

1. The Marist International University College (MIUC) is owned by the Institute of the Marist Brothers of the Schools and that its administration is governed by the rules and regulations laid down by the Board of Governors of the College.
2. As a University College, it is devoted to a variety of academic disciplines and should my behaviour disrupt the academic work of the College in any way I shall be subject to disciplinary action that could lead to suspension or even expulsion from the College.
3. As a Catholic institute of higher learning, MIUC fully adheres to the doctrinal and moral teaching of the Catholic Church and I am required to respect Catholic teaching and practice. If I openly show disrespect and/or opposition in this regard, or if my conduct is clearly detrimental to Catholic community living, I shall be subject to disciplinary action.
4. MIUC respects all beliefs, and students who are not Catholics can be admitted to the College and are free to hold their religious beliefs and practices. Nevertheless, they must not engage in activities that show disrespect for the Catholic Church, nor should they organize or take part in activities that are in any way prejudicial to Catholic teaching and practice.

I hereby declare that I shall abide by the rules and regulations outlined in the Academic Handbook and Student Handbook of the College.

Signature ..... Date: .....

**APPROVED ON 8TH NOVEMBER 2022 BY THE MANAGEMENT TEAM MEMBERS**



**APPENDIX II: MEMBERS OF THE COMMITTEE FOR THE REVIEW**

- ❖ DR. MARY MUTUNGI
- ❖ MRS. LILIAN MULI
- ❖ VIVIANNE OMIRO
- ❖ MR SAMUEL MBOGO
- ❖ MR NICHOLAS MULEI
- ❖ JUDY KEREBI
- ❖ GIDEON WERE
- ❖ DAVID OMWAMI ROTICH
- ❖ MR JOHNPAUL WARAMBO
- ❖ MR CLEOPAS MULI
- ❖ BR. DR. OKEY V. ANOCHIE, FMS
- ❖ BR MOSES FEGHER, FMS

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